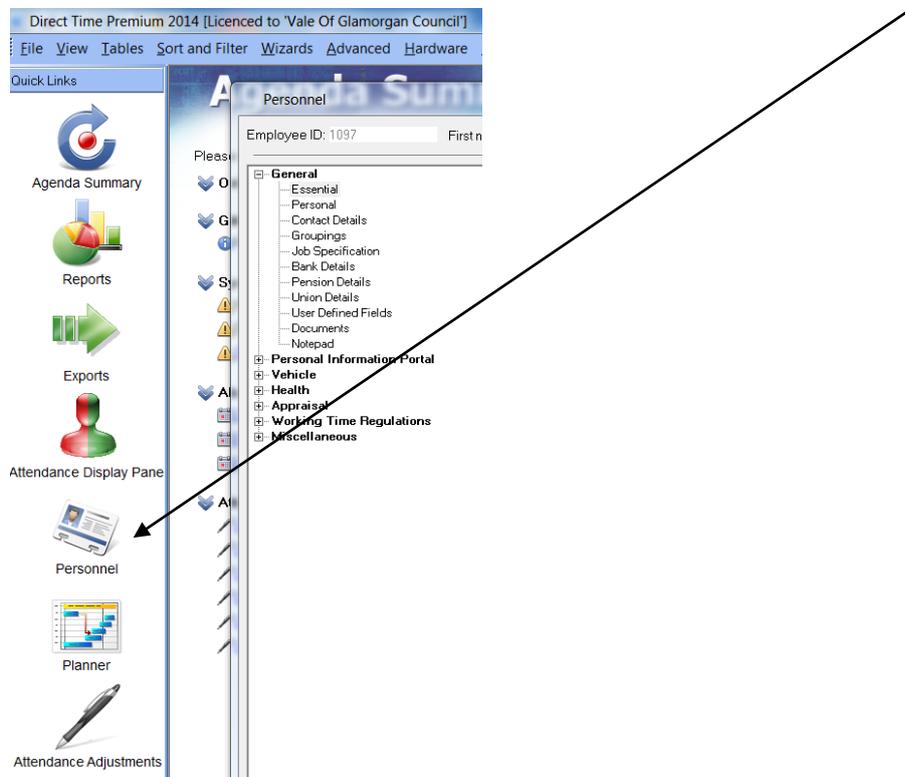


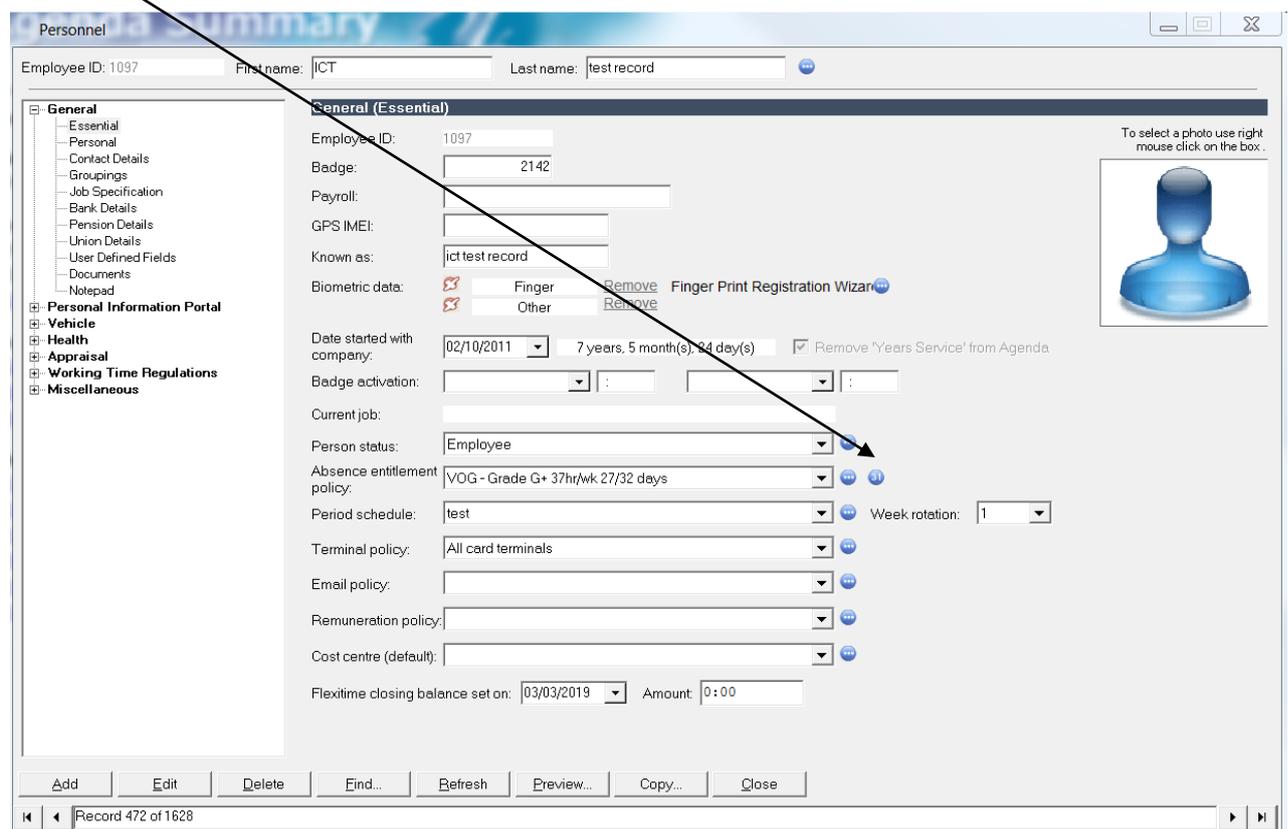
## Adding Carryover, Additional Annual Leave/Bank Holidays or Purchased Leave

**NB. If adding Purchased Leave the employee must be on an April renewal month. Log a ticket with the ICT Service Desk if the employee is not already on April renewal.**

**Step 1** – open Direct Time and select Personnel from the left hand column:



**Step 2** – search for the employee using the Find button and then click on the icon labelled 31:



**Step 3** – Ensure the correct annual leave year is highlighted and click on the icon next to the Credit section:

The screenshot shows the 'Absence Entitlement' window. At the top, it displays 'Entitlement policy: VOG - Grade G+ 37hr/wk 27/32 days'. Below this is a table of absence periods:

From	To	Year Service
Sat 01 December 2018	Sat 30 November 2019	17
Fri 01 December 2017	Fri 30 November 2018	16
Thu 01 December 2016	Thu 30 November 2017	15
Tue 01 December 2015	Wed 30 November 2016	14
Mon 01 December 2014	Mon 30 November 2015	13
Sun 01 December 2013	Sun 30 November 2014	12
Sat 01 December 2012	Sat 30 November 2013	11
Thu 01 December 2011	Fri 30 November 2012	10
Wed 01 December 2010	Wed 30 November 2011	9

Below the table, the 'Category' is set to 'Holiday'. The 'Period allowance' is 32 days. The 'Credit' field is set to 0 and has a blue icon next to it, which is highlighted by an arrow. Other fields include 'Total entitlement: 37', 'Absence worked (refunded): 0', 'Absence taken: 0', 'Absence planned: 0', and 'Remaining entitlement: 37'. Buttons at the bottom include 'Find...', 'Refresh', 'Preview...', and 'Close'.

**Step 4** – Right click in the white area and select New:

The screenshot shows the 'Absence Entitlement Credits' window for Employee ID: 4803, First name: Laura, Last name: Eddins. The 'Category' is set to 'Holiday'. The table below shows one entry:

Date	Category	Credit (Day)	Credit (Hours and Mi)	Memo	Authorisation	Finali...
Thu 12/02/2015	Holiday	-20.5	0.00	Initial setup correction	Approved	True

A context menu is open over the table entry, with the 'New...' option highlighted. The menu options are: 'New...', 'Amend...', 'Delete', 'View details...', 'Print preview...', 'Print', and 'Reset grid'. A 'Close' button is visible at the bottom left of the window.

**Step 5** – Enter the amount of days to be credited in the Credit box using the following format i.e. (3.00). Enter a note on what is being credited in the Memo section including your initials and date. Select Approved and Finalised then Update:

**Absence Entitlement Credit - (New)**

**Overview**  
For a credit to be calculated it must be approved and finalised.

**Settings**  
Date: Thu 29 Mar 2018  
Category: Holiday  
Credit: 3.00 ay

Memo:  
Added 3 days carry over leave AJP 03.04.18

**Authorisation**  
Authorised by: \_\_\_\_\_  
Authorisation status:  Awaiting decision  Finalised  
 Approved  
 Declined

Cancel Update

**Step 6** – Click Close

Absence Entitlement Credits

Employee ID: 4803 First name: Laura Last name: Eddins

Date	Category	Credit (Day)	Credit (Hours and Mi...)	Memo	Authorisation	Finali...
Thu 12/02/2015	Holiday	-20.5	0.00	Initial setup correction	Approved	True

Close

**Step 7** – Check that the additional leave has been credited to the Total Entitlement and click Close:

**Option**

- Calendar
- Entitlements

### Absence Entitlement

Entitlement policy: VOG - Grade G+ 37hr/wk 27/32 days

Absence period:

From	To	Year Service
Sat 01 December 2018	Sat 30 November 2019	17
Fri 01 December 2017	Fri 30 November 2018	16
Thu 01 December 2016	Thu 30 November 2017	15
Tue 01 December 2015	Wed 30 November 2016	14
Mon 01 December 2014	Mon 30 November 2015	13
Sun 01 December 2013	Sun 30 November 2014	12
Sat 01 December 2012	Sat 30 November 2013	11
Thu 01 December 2011	Fri 30 November 2012	10
Wed 01 December 2010	Wed 30 November 2011	9

Category: Holiday

Day

Period allowance:	32	
Allowance:	32	
Carry over:	5	
Credit:	0	...
Total entitlement:	37	
Absence worked (refunded):	0	...
Absence taken:	0	...
Absence planned:	0	...
Remaining entitlement:	37	